Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Supplemental Educational Services

No Child LEFT BEHIND Indiana

Application to become an approved

SES PROVIDER

School Year 2011-2012 Application

Overview of Supplemental Educational Services

- Supplemental educational services (SES) are additional academic instruction designed to increase the academic achievement of students in schools in the second year of improvement (or in Indiana – schools in the first year of improvement), corrective action, or restructuring. These services, are in addition to instruction provided during the school day, may include academic assistance such as tutoring, remediation and other supplemental academic enrichment services that are consistent with the content and instruction used by school districts and are aligned with each state's academic content and achievement standards. SES must be high quality, research-based, and specifically designed to increase student academic achievement *[Section 1116(e)(12)(C); 34 §C.F.R. 200.45(a)]*.

- Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by the No Child Left Behind Act of 2001 (NCLB), calls for parents of eligible students attending Title I schools that have not made adequate yearly progress (AYP) in increasing student academic achievement for three years (or in Indiana – for two years) to be provided with opportunities and choices to help ensure that their children achieve at high levels. SES provide extra academic assistance for eligible children.

- State departments of education are required to identify entities, both public and private, that qualify to provide these services. Parents of eligible students are then notified, by their school district, that SES will be made available, and parents may select any approved provider in the geographic area served by the school district or within a reasonable distance of that area that they feel will best meet their child's needs. The school district will sign an agreement with the provider selected by the parent, and the provider will then provide services to the child and report on the child's progress to the parents and to the school district.

(Adapted from the U.S. Department of Education's SES Non-Regulatory Guidance – January 2009)

Directions for completing the 2011-2012
Indiana Supplemental Educational Services Provider Application

- **<u>Application Window</u>** - Applications may be submitted to the Indiana Department of Education (IDOE) between December 1, 2010 and February 28, 2011.

- **<u>Spacing, Margins & Font</u>** - Applications must be double-spaced, with no smaller than one inch margins. Font must be at least 12-point.

    o **Applications that are not double-spaced, using no smaller than one inch margins and 12-point font will <u>not</u> be reviewed. There will be no exceptions.**

- **<u>Labeling</u>** - Each response to questions in Part Two and Part Three of the application must be appropriately labeled (e.g., Part Two, Section II, Question #3 or Part Three, Section I, Question #2, etc.).

    o **Applications without appropriate labels for each response in Part Two or Part Three of the application will <u>not</u> be reviewed. There will be no exceptions.**

- **<u>Page Limit</u>** - The application narrative for Part Two of the application may not exceed 25 pages. There are no page limitations on Part One or Part Three of the application.

    o **Applications with Part Two of the application exceeding the 25 page limit will <u>not</u> be reviewed. There will be no exceptions.**

- **<u>Appendix</u>** – Applicants may wish to develop an appendix to submit supplemental materials with responses to questions in Part Two and/or Part Three of the application. If an applicant intends to include supplemental materials with responses to questions in both Part Two and Part Three of the application, separate appendices for each part should be developed. Each appendix should be clearly labeled (e.g., Part Two Appendix and/or Part Three Appendix). The appendix for Part Two of the application should only include appendix items related to responses provided in Part Two of the Application. The appendix for Part Three of the application must be separate from the appendix for Part Two of the application. The appendix for Part Three of the application should only include appendix items related to responses provided in Part Three of the Application.

    All Appendix materials (e.g., lesson plans, progress reports, academic effectiveness data, etc.) must be labeled with the name of the organization and reference the appropriate <u>application part, section and question</u> (e.g., Part Two - Section II - Question #2, etc.).

    <u>Although there is no page limitation for the Appendix, the appendix should not be excessive in length. Applicants should also ensure that appendix items are appropriately described and referenced in the narrative section of the application.</u>

- **<u>Assurances</u>** - Applicants must sign the Assurance Page at the end of the application.

- o **Applications submitted without a signed Assurance page will not be reviewed. There will be no exceptions.**

- **Application Submission Order** - The application must be submitted in the appropriate order. Each part of the application should be separated with a section divider page listing the *title* of the next part of the application that is enclosed. All applications should follow the order below:

  - o Part One of the application (see pages 7-9)
  - o Section Divider page with the title "Part Two of the application"
  - o Part Two application materials (see pages 10-12)
  - o (If applicable) Section Divider page with the title "Part Two Appendix"
  - o (If applicable) Part Two Appendix materials should follow
  - o Section Divider page with the title "Part Three of the application"
  - o Part Three application materials (see pages 13-14)
  - o (If applicable) Section Divider page with the title "Part Three Appendix"
  - o (If applicable) Part Three Appendix materials should follow
  - o Section Divider page with the title "Assurances"
  - o Signed Assurance page (see page 15)

- **Original & Copies** - Organizations must submit ONE (1) original and THREE (3) copies of the application (**FOUR** (**4) items in total**) to IDOE (one original application and 3 copies). Please clearly mark the application with the original signature as "the ORIGINAL" and mark each copy as "Copy 1", "Copy 2", and "Copy 3". Application materials will not be returned.

  - o **Applications submitted without the requisite original *and* 3 additional copies (4 in all) will not be reviewed. There will be no exceptions.**

- **Binding Restrictions** - Applications should not be bound in any manner. Applications should not be placed in folders or binders. Applicants may use binder clips, paper clips, rubber bands or a combination of these items (or similar items) to hold each application packet together.

- **Scoring Rubric** - Applicants should refer to the Scoring Rubric (posted on the IDOE SES website) to learn more regarding application scoring.

- **Additional Reference Materials** - Applicants should be familiar with the U.S. Department of Education's SES Non-Regulatory Guidance (http://www.ed.gov/policy/elsec/guid/suppsvcsguid.doc) and IDOE's SES Policies and Procedures posted on IDOE's SES website (http://mustang.doe.state.in.us/dg/ses/docs/FINAL_2010_2011_IDOE_Policies_Procedures_for_SES%20_8-27-10.pdf).

- **Additional circumstances that would lead to applications not being reviewed**:
  - o Application was received after the deadline, which includes not only the deadline date but also the deadline time;
  - o Applicant's organization has been removed from Indiana's approved SES provider list for reasons described in Subpart E of IDOE SES Policies and the organization's required waiting period has not yet expired;
  - o Applicant does not intend to complete criminal history checks on employees;
  - o Applicant does not submit formal documentation of legal status with respect to conducting business in Indiana;
  - o Applicant does not submit liability insurance verification or submits expired insurance documentation;
  - o Any section of the application is missing or incomplete.

Application Deadline and Mailing Address

Applications must be mailed to:
Sholonda Trice
ATTN: New SES Provider Application
Indiana Department of Education
Title I
151 W. Ohio Street
Indianapolis, IN 46204

- Applications must be **RECEIVED** by IDOE no later than 4:00 p.m. (EST – Please note that Indianapolis is on Eastern Time) on **February 28, 2011**. Hand delivered, faxed or emailed applications will **not** be accepted. **No exceptions will be made for late applications.**

    - o **NOTE: APPLICATIONS MAY NOT BE HAND DELIVERED, FAXED, or EMAILED. APPLICATIONS MUST BE SUBMITTED BY MAIL.**

- All applicants will be notified in writing of approval or denial status by **May 30, 2011**.

    - o IDOE will not negotiate or revise reviewer comments or scores. Application decisions are final. There is no appeal process. Denied applicants may reapply next year for the 2012-2013 school year.

**Applications must be submitted by mail. Hand delivered, faxed or emailed applications will not be accepted. No exceptions will be made for late applications. **

Technical Assistance Opportunities

- Questions/Technical Assistance:
  *In order to ensure the transparency of the application process, applicants have three options for receiving technical assistance (listed below). **Please note that technical assistance cannot be provided via individual phone calls or individual emails**.*

  - **Email**
    - Applicants may email questions to <u>tutoring_providers@doe.in.gov</u> from December 6, 2010 – noon on February 25, 2011 (after noon on February 25, 2010, this email address will no longer be active and no additional application questions will be answered).
    - Responses to emails will not be provided directly to the applicant. Instead, responses to questions submitted prior to noon (EST) each Thursday will be included in a weekly FAQ document electronically posted online in the Provider Application section of the SES Website each Friday during the application period (exception: no FAQs will be posted from December 23, 2010 – January 7, 2011). For example, if an applicant emailed a question on Wednesday, December 8, 2010, the applicant would be able to review the response online via the FAQ document posted on Friday, December 10, 2010. If an applicant emailed a question on Thursday, December 9, 2010 at 3:00 p.m. (EST), the applicant would be able to review the response online via the FAQ document posted the next Friday, December 17, 2010.

    - Responses to emailed questions may be reviewed here: (http://mustang.doe.state.in.us/dg/ses/provider-application.html)

  - **SES Provider Application Technical Assistance WebEx #1**
    - This WebEx training will take place from 10:00 a.m. – 12:00 p.m. (EST – Indianapolis Time) on January 11, 2011.
    - Please click the link below to register for this WebEx training. *All registrations must be received by 4:00 p.m. (EST) on January 6, 2011.* Login instructions will be sent to the email address each applicant lists on the registration form (after January 6, 2011).
      - http://www.surveymonkey.com/s/MXSKYJ5
    - This WebEx Training will be videotaped and made available for viewing on the Provider Application section of the SES Website after January 14, 2011.

  - **SES Provider Application Technical Assistance WebEx #2**
    - This WebEx training will take place from 1:00 p.m. – 3:00 p.m. (EST – Indianapolis Time) on February 2, 2011.
    - This WebEx training will include the same information covered in WebEx #1. The only new information that *might* be disclosed would be related to any new questions asked by applicants during WebEx #2.
    - Please click the link below to register for this WebEx training. *All registrations must be received by 4:00 p.m. (EST) on January 26, 2011.* Login instructions will be sent to the email address each applicant lists on the registration form (after January 26, 2011).
      - http://www.surveymonkey.com/s/MNJLWDN
    - This WebEx Training will be videotaped and made available for viewing on the Provider Application section of the SES Website after February 7, 2011.

Helpful Hints

- Read all directions carefully.

- Answer all questions completely. Some sections include multiple parts to each question so be sure to include all of the information requested.

- Label applicant's responses with the proper headings so that application reviewers can easily identify what part, section, and question the applicant's responses are addressing.

EXAMPLE:

> **PART TWO**
>
> *Section I*
>
>   1. Write the response here.
>
>   2. Write the response here.

- Do not assume application reviewers are familiar with applicant's program. Always include information that will provide further clarification on applicant's program.

- Make sure applicant's responses include information specific to applicant's proposed SES program (this is the case for all applicants but especially if the applicant is a branch or local office of a larger national organization).

- Ensure that responses are consistent and coherent throughout the application. There may be instances when it is appropriate to tie an answer to a response from a previous section in the application.

- Remember that Part Two of the application has a 25-page limit.

- Once the application is complete, consider using the Application Scoring Rubric and reviewing the application using the scoring system from the rubric.

- Consider enlisting the assistance of someone unfamiliar with applicant's program to review applicant's application and provide feedback.

- Confirm that the application follows the Application Requirements (described on pages 2-4) and that the requisite number of applications (one original and three copies) has been submitted. Remember that applications that do not follow these requirements will not be reviewed.

INDIANA SES PROVIDER APPLICATION – PART ONE

SECTION I PROVIDER INFORMATION	**Name of Organization:**
	Federal EIN or Tax ID number:
	Type of Applicant: *Check one.* ___ Community agency ___ Two-year college ___ Public school (non-charter) ___ Four-year college/University ___ Public school district ___ Private company, for profit ___ Charter school ___ Not-for-profit company ___ Private school ___ Educational Service Center ___ Child care center ___ Faith-based organization ___ Library ___ Other: ___ 21st Century CLC
	Contact Person's Full Name and Title:
	Contact Person's Email Address:
	Contact Person's Phone Number:
	Contact Person's Fax Number:
	Date (Month/Year) the organization was formed:
	Number of Years in Service:
	Number of Years Organization has provided tutoring to students:
	Main Office Address:

SECTION II PROVIDER ACADEMIC/ INSTRUCTION INFORMATION	**Subject Areas:** *Indicate the subject area(s) in which the applicant will tutor.* ____ English/Language Arts ____ Mathematics ____ Science

Grade Levels Served: *Check all that apply.*

____ K–3 ____ 4-6 ____ 7-8 ____ 9-12

Student Populations: *Check the boxes for all student groups applicant's organization is prepared to serve.*

____ Students with special needs ____ Students with limited English proficiency
(IDEA or 504)   *Please indicate language:*

NOTE: If applicant indicates that applicant can provide services for students with special needs or students with Limited English Proficiency, please describe below the methods applicant will utilize to meet the needs of these students:

Provide a 3-5 sentence description of applicant's program that will assist parents in their initial search for a provider:

Student/Instructor Ratio: (note: cannot exceed 6:1)

a) **Describe the total number of hours tutoring will be provided (2010-2011 state minimum number of tutoring hours is 30 hours for small/large group tutoring and a minimum of 25 hours for individual tutoring).**

b) **Describe the length of time applicant's program will operate (e.g., 15 weeks). (2010-2011 state minimum number of tutoring weeks is 6 weeks during the school year and a minimum of 4 weeks during the summer).**

c) **Describe how applicant's program will operate (e.g., 60 minutes three times a week).**

Mode of Instructional Delivery: *Check all that apply.*

____ Computer/On-line ____ Small group instruction with instructor
  (student/tutor ratio cannot exceed 4:1)

____ One-to-one instruction with instructor ____ Large group instruction with instructor
(student/tutor ratio cannot exceed 1:1) (student/tutor ratio cannot exceed 6:1)

SECTION III PREVIOUS RECORD OF SES	**Has applicant's organization ever been removed* from the state-approved provider list in any state?** ____**No** ____**Yes** (if yes, name the state(s), provide the reason for removal and any documentation from the applicable State Department(s) of Education) **Applicable State(s), Explanation and documentation:** ***Defined as removal that was not at the request of the provider.**

Thank you for completing Part One.

INDIANA SES PROVIDER APPLICATION – PART TWO

SECTION I	**Evidence of Effectiveness in Improving Student Academic Achievement [NCLB Section 1116(e)(4)(B)]** *Please indicate whether applicant is applying as a newly created organization, a newly created program of an established organization, or as an established organization that has previously or is currently tutoring students. Organizations that have previously provided academic assistance to youth (whether as an SES Provider or not as an SES Provider) should apply as an established organization.* Established organizations that have offered academic assistance to youth (previously or currently) must provide a **demonstrated record of effectiveness** in raising student achievement in English/language arts, Mathematics, or Science. This section MUST include the following: 1. Empirical or statistical evidence of significant improvement in student academic achievement in <u>each of the subject areas in which the applicant plans to tutor</u> (e.g., English/language arts, Mathematics, or Science) over time as a result of students participating in the applicant's tutoring program. Where appropriate, this response should include clearly labeled tables/graphs/charts that depict the academic improvement of participating students. 2. Provide a description of the methodology used to collect this evidence (measures and analysis used). 3. If available, provide information that demonstrates levels of parent satisfaction with the applicant's programming. Provide documentation of this information, which may be in the form of parent survey results, parent letters of support, etc. **Note:** **Newly created organizations or newly created programs of established organizations that may not yet have a demonstrated record of effectiveness should provide a description of the 1a).** Anticipated levels of achievement expected from the applicant's proposed SES tutoring program. In addition, please share the rationale for the anticipated achievement levels as well as research data (and research citations) supporting the projected achievement levels, and **2a).** Methodology that will be used to collect evidence related to student achievement to demonstrate effectiveness.
SECTION II	**Documentation of High Quality Curriculum and Instructional Strategies [NCLB Section 1116(e)(12)(C)]** 1. Provide an overview of applicant's tutoring program. Describe the evidence that supports applicant's claim that its program is high quality. Please include research citations. 2. Describe the instructional methods that will be used to implement the curriculum described in number 3. 3. Describe the curriculum that will be used by applicant's program (for each of the subject areas in which the applicant plans to tutor). This section should describe the materials (e.g., textbooks, workbooks, related manipulatives, etc.) that are used in the applicant's

program. If applicant's program uses any brand-name materials, applicant should include the brand name but also ensure that a detailed description of the curriculum is provided.

4. Describe the direct link between applicant's program elements (including but not limited to the applicant's curriculum, instructional methods, length & number of sessions, class size, lesson plans, etc.) and increased student achievement. Describe the research that supports each program element's (including but not limited to the applicant's curriculum, instructional methods, length & number of sessions, class size, lesson plans, etc.) link to increased student achievement and include research citations.

5. Provide a detailed description of a typical tutoring session. This section should describe the length of the session and include a detailed sample lesson plan for <u>each subject area in which applicant plans to tutor</u> as well as materials for a typical tutoring session. Additionally, the sample lesson plan(s) should refer to the components of the curriculum (described in number 3) and any applicable instructional methods (described in number 2) used during the sample lesson(s).

SECTION III	**Connection to Local District Instructional Programs and Indiana's State Academic Standards and [NCLB Sections 1116(e)(5)(B) and 1116 (e)(12)(C)]** 1. Describe how applicant has established or plans to establish connections with the academic programming of the district(s) in which the applicant intends to operate. **a)** Cite the specific district(s) curriculum or instructional methods to which applicant's program connects, and **b)** Describe how applicant's organization plans to build relationships with district staff including district central office staff, principals and teachers. 2. Describe the ways in which applicant's program curriculum and lessons (described in Section II number 3 and 5) directly connect to Indiana Academic Standards, especially those for English/Language Arts and Mathematics. Provide specific examples of applicant's curriculum and/or lessons plan(s) connection to Indiana's Academic Standards (<u>for each subject area in which applicant plans to tutor</u>) and include the exact Indiana standards or substandard citations in the examples provided. Lastly, describe the process applicant will use to ensure that all lessons connect to Indiana Academic standards. *Link to Indiana's Academic Standards*: http://dc.doe.in.gov/Standards/AcademicStandards/StandardSearch.aspx
SECTION IV	**Student Assessment [NCLB Section 1116(e)(3)(A)]** 1. Name <u>and</u> describe the assessment(s) that will be used to pre-test students to diagnose and assess student needs and to post-test students to measure growth. Provide a description of why this assessment was selected <u>and</u> evidence that this assessment is an appropriate and valid measure for *applicant's* programming. 2. Describe how the selected assessment(s) connects to ISTEP+ as a measure of a student's mastery of Indiana Academic Standards. Also, describe how the assessment(s) will enable the applicant to identify the specific Indiana Academic standards that should be targeted for each student. Lastly, provide specific examples from the assessment(s) demonstrating its (their) connection to Indiana Academic Standards (for each of the subject areas in which the applicant plans to tutor).

SECTION V	**Assessment of Progress and Reporting Information** **[NCLB Sections 1116(e)(3)(A) and 1116(e)(3)(B)]** 1. Describe the process that will be used to develop an individual learning plan and individualized instructional program for each student based on each student's individual needs (which should include clear goals and a timetable for achievement gains). In addition, please include a description of how the assessment described in Section IV will be used as part of the program development process for each student. 2. Describe how applicant will work with district staff and parents to ensure that learning plans are appropriately designed to meet individual student needs. 3. If applicant intends to operate as a small or large group program (e.g., with a student/tutor ratio of greater than 1:1), describe how tutoring will be individualized based on student needs as well as the ways in which tutors will adjust each student's programming based on student progress, **OR** if applicant intends to operate as a one-to-one program, describe how applicant will adjust instruction periodically based on each student's level of progress toward academic goals. 4. Describe the specific procedures, including the timeline and frequency of reporting, to be used in reporting student progress to each of the following: •Parents •Teachers •Local school district staff 5. Explain how applicant will maintain compliance with confidentiality precautions as set forth in NCLB and FERPA in applicant's progress reporting or sharing of any additional student level information http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html. Also, describe how student information will be maintained in a secure environment. 6. Please describe the information that will be included in each student's progress report. Also, please provide a sample progress report in the Appendix. Please list the exact location where the progress report can be found in the Appendix.
SECTION VI	**Qualifications of Instructional Staff [NCLB Section 1119]** 1. Describe applicant's tutor qualifications to provide high quality supplemental educational services. <u>Descriptions of staff qualifications</u> MUST include a description of degrees or certifications necessary to become a tutor. 2. Describe how applicant's tutor qualifications are appropriate for applicant's program <u>and</u> how these qualifications will enable tutors to improve student academic achievement. 3. Describe applicant's process for recruiting <u>and</u> retaining high quality staff. 4. List <u>and</u> describe the professional development opportunities tutors will be required to attend. In addition, <u>explain</u> how each opportunity will enable tutors to help students improve academic achievement. 5. Describe applicant's process for regularly reviewing staff performance. Please include any tools that will be used throughout the performance review process.

Thank you for completing Part Two.

INDIANA SES PROVIDER APPLICATION – PART THREE

SECTION I	**Student Safety [NCLB Section 1116(e)(5)(C)]**
	
	1. a) Will applicant conduct criminal background checks on all employees before hiring?
	   b) Please describe the process and system that will be used to conduct checks.
	   c) Describe the process that will be used to ensure the accuracy of background checks submitted (e.g., is the spelling of the employee's name, date of birth or social security rechecked once the background check is returned applicant's organization?).
	
	2. Describe applicant's policies concerning student safety, which MUST include policies regarding **a)** student drop-off/pick-up, **b)** transportation (if applicable), **c)** evacuation plans, **d)** disciplinary action, **e)** emergency notification, and **f)** any other applicable policies. In addition, please <u>attach copies</u> of these policy documents.

SECTION II	**Compliance with Federal, State, and Local Health, Safety, and Civil Rights Laws [NCLB Section 1116(e)(5)(C)]** 1. Submit evidence demonstrating that applicant complies with federal, state and local civil rights protections for employees and students (e.g., a description of hiring procedures, documents that include the organization's non discrimination policy, etc.). 2. If applicant intends to provide services to students with disabilities, submit evidence demonstrating that applicant complies with IDEA and ADA requirements.
SECTION III	**Evidence That the Provider is Financially Sound [NCLB Section 1116(e)(12)(B)]** *Public providers, including school corporations, political subdivisions, state-supported higher education institutions, and other state agencies <u>are exempt</u> from the requirement to complete this section of the application (i.e., this exemption is only for Part Three Section III of the application). All other providers must provide fiscal documentation for verification.* *<u>All Organizations</u>* 1. Submit formal documentation of legal status with respect to conducting business in Indiana. This documentation must include but may not be limited to an Indiana business license, Certificate of authority (from Indiana), sole proprietorship documentation (from Indiana or an Indiana county or city), or 501c3 status documentation. Applications for business licenses, Certificates of authority, sole proprietorship or 501c3 approval <u>will not</u> be accepted. 2. Submit proof of liability insurance (include a copy of the policy cover page which should include company name, policy number, coverage amounts, and coverage dates). Insurance applications, insurance quotes, or expired insurance documentation <u>will not</u> be accepted. **AND** *<u>Established Organizations</u> (Organizations in operation for 2 or more years)* 3. Describe how applicant's organization is financially sound. Submit a copy of **<u>one</u>** of the following sources of evidence of financial soundness: • Audited financial statements or other comparable documents of financial

	viability such as financial letters of credit. • A copy of the organization's tax return for the past two years. ***New Organizations*** *(Organizations in operation for less than 2 years)* 4. Describe how applicant's organization is or will be financially sound. Please submit a description of how applicant's organization currently receives or plans to receive funds. Please include a description of funding sources and any additional ways in which applicant's organization receives funds. As applicable, please include any letters of support from contributors/grant makers or financial letters of credit.

Thank you for completing Part Three.

2011-2012 ASSURANCES AND SIGNATURES

By signing below each organization does hereby agree to the following assurances. Failure to agree with assurances will leave the applicant subject to disapproval by the Indiana Department of Education (IDOE).

1. The organization understands that if the application is not approved, it will *not* be permitted to provide supplemental educational services (SES) in Indiana (in any way, including but not limited to subcontracting or partnering with an approved SES provider) during the 2011-2012 school year. Denied applicants may re-apply for the 2012-2013 school year.

2. The organization understands and acknowledges that if for any reason the provider/applicant is not approved, all application decisions are final. There is no appeal or process for further review or consideration by IDOE.

3. The organization has presented information in this application in a factual manner. No information in the application has been falsified, exaggerated, or misrepresented.

4. If approved as an SES provider, the organization will conduct its program in the manner it has described in its approved application. In addition, the organization agrees to submit an amendment (in accordance with IDOE SES Policies) if there will be any programming changes in the 2011-2012 school year in any areas.

5. The organization has read and is familiar with the U.S. Department of Education's Non-Regulatory Guidance on SES and Indiana Department of Education's SES Policies.

6. If approved as an SES provider, the organization will conduct its program in compliance with all federal and state laws, rules, regulations, and policies.

7. If approved as an SES provider, the organization understands that approval does not constitute endorsement by the state of Indiana of the provider's program.

8. If approved as an SES provider, the organization understands that approval does not constitute a guarantee of employment, payment or funding. The organization further understands that if approved, payment will be provided by eligible school districts through a contractual arrangement only for services rendered to eligible students.

9. The organization will not disclose to the public the identity of any student eligible for or receiving supplemental educational services without the express written permission of the parent or legal guardian.

10. The organization certifies that SES instruction and content will be secular, neutral and non-ideological.

11. A current criminal background check will be completed for all individuals prior to those individuals providing services to children, in accordance with Indiana Department of Education's SES Policies.

12. All applicable federal and state IDEA and ADA requirements have been met for employees and students.

13. The organization is financially sound.

14. The organization will participate in any and all data reporting and evaluation activities as requested or required by the U.S. Department of Education and the Indiana Department of Education. This includes participation in monitoring and evaluation processes. The organization will also comply with the terms of contracts signed with school districts to provide SES.

15. The organization will comply with all sections of IDOE's SES Policies.

16. The applicant or organization is not currently employed by an approved SES provider that has a no-compete clause in the contract with the applicant or organization.

_____
Organization Name

_____   _____
Designated Agent for Applicant   Title

_____   _____
Original Signature of Applicant   Date